



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **National Operation Officer**
Organizational Unit: **Return & Recovery Unit (RRU)**
Duty Station: **Ninewa- Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to NoA**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **26 June 2019**
Reference Code: **SVN2018/IRQ/174**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under general guidance of the Chief of Mission (CoM), the overall supervision of the Head of the return and recover unit and Head of Office, and the direct supervision of the Programme Officer / National Operations Officer, the National Operation Officer will perform the following duties:

Core Functions / Responsibilities:

1. Oversee the coordination and monitoring of the community-based response to returns in the assigned area to ensure timely response and ensure services meet IOM standard operating procedures and guidelines, including supervision of Community Resource Centres staff;
2. Develop and implement procedures for the effective management of the community-based returns operations and staff, in line with programme guidance and IOM procedures.
3. Lead and support relevant staff in regular liaison and engagement with government, UN, NGO and other partners at the field level, especially related to programmes and services related to displacement, return and reintegration;
4. Liaise with all staff and targeted beneficiaries to ensure the smooth running of the community-based response and its activities;
5. Monitor services provided in the community, and the CRCs, and support in development and implementation of SOPs or other relevant tools for an effective process of information gathering;
6. Maintain an overview of the financial position for the community-based response,
7. Attend and provide regular updates to coordination bodies and clusters, relevant IOM departments and partners regarding the level of needs and gaps of the coverage area, including gaps in humanitarian assistance, and displacement and return patterns.
8. Support coordination of IOM programmes activities in the coverage area of the pilot programme locations, and attend all relevant coordination meetings;
9. Develop and implement constructive working relationships with different actors within the communities (UN, NGOs, government entities etc.) so as to enhance the services provided and to deliver improvements to the community response to returns programme.
10. Oversee the overall implementation and day to day running of the CRCs in Ninewa and provide necessary support to CRC personnel.
11. Assist in the development of a strong communication strategy related to the community-based response to returns programme, complaint and feedback system and community representation forums,

specifically aimed at increased participation and engagement of women, youth and marginalized groups;

12. Assist in capacity building for IOM staff, local authorities and other partners, including through carrying out a variety of trainings for field-based staff and partners;
13. Perform other duties required by the Program Manager, Regional Coordinator, CRC Chair and other senior managers in the reporting line for this position;

General Expectations of the Post

1. Expected to be in communities 4-5 days per week
2. Ability and motivation to travel to communities within governorate on a daily is a must
3. A strong commitment to community-based services

Technical Skills

- Excellent communication, interpersonal and organizational skills;
- Strong interpersonal skills and capacity to motivate and engage with all groups
- Ability to draft clearly and concisely;
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Ability to work under pressure;
- Personal commitment, efficiency, flexibility and drive for results;
- Proficiency in office applications, including Word, Excel and Internet Explorer.

Required Qualifications and Experience

- Master's degree in Political Science, Development Studies, International Relations or a related field or;
- University Degree with two years' experience in a related field
- Previous experience in community-based approached and projects;
- Experience in communicating and working with a wide range of stakeholders, including people of culturally diverse backgrounds.
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset
- Experience in project coordination is an asset

Language:

- Fluency in English and Arabic, in both written and spoken is a must.

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/national-operation-officer-0>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 12 June 2019 to 26 June 2019